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S-E-C-R-E-T

OFFICE OF TRAINING

NOTICE
NO. 7-57

8 February 1957

SUBJECT: Procurement of Materials & Services

REFERENCE: CIA Notice [redacted] dated 23 January 1957 25X1A

1. The Office of Logistics has established deadlines for requisitioning materials and services chargeable to FY1957 funds.

2. To assure compliance with referenced notice, OTR requests should be forwarded to the [redacted] as soon as possible and preferably no later than 15 April 1957. In practically all cases, considerable research and other preparatory action by the [redacted] is necessary in the preparation of requisitions which are then forwarded to the Office of Logistics. 25X1A 25X1A

3. Requests received after 15 April 1957 will be processed if time permits and procurement priorities can be justified.

[redacted] 25X1A

MATTHEW BAIRD
Director of Training

Distribution:
All OTR Personnel

This document is part of an integrated file. If separated from the file it must be subjected to individual systematic review.

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